MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
Division of Career Education
P.O. Box 480, Jefferson City, Missouri 65102-0480

Request for Grant Award

RFGA: Technology Education Grant Award Program

ID CODE: 60.440TEG/07

ELIGIBLE ENTITIES: Missouri public school districts operating Technology Education Program(s) in grades 9-12.

GOAL: To encourage implementation of the Department of Elementary and Secondary Education (DESE) approved Exploring Career Clusters Curriculum which is designed to provide students a broad experience in exploring careers.

RATIONALE: Technology Education has as its focus to: 1) develop generalized understandings, capabilities, values, and attitudes in all youth related to technology through career exploration; 2) reinforce core academic knowledge and skills through practical application in technology-related activities; and 3) specialize in an educational program that contributes to meaningful occupational choice and/or preparation in a technological society. Therefore, the Department has established this grant award program to provide funds to assist in the implementation of the department-approved Career Exploration Curriculum in Technology Education Programs.

APPLICATION GUIDELINES: To be eligible for an Exploring Career Clusters Implementation Grant, the Local Education Agency (LEA) should review the Exploring Career Clusters Curriculum and complete the required documentation. The curriculum and workshop details can be viewed: http://mcce.org. Copies of all grant application documentation must be attached to the RFGA, including, but not limited to, the following:

- A completed and signed RFGA cover page
- A budget narrative that indicates how the grant funds will be used to support the implementation of the Exploring Careers Cluster Curriculum
- A detailed budget sheet
- A signed FV-4
- The Assurances signed by the chief administrator
- The Technology Education Exploring Career Clusters Curriculum Evaluation Form

Allowable expenditures eligible for reimbursement include:

- Laboratory equipment necessary for implementation of the project curriculum
- Computers and/or computer upgrades
- Computer software necessary for instruction of the project curriculum
- Laptop computer for the instructor
- Travel expenses and registration fees for district counselors to attend the first session of the three-(3) session workshops

- Travel expenses and registration fees for district Technology Education teachers to attend the three-(3) workshop sessions required to implement the curriculum.

Reimbursable travel expenditures are limited to actual, documented expenses of district counselors and Technology Education teachers who are directly participating in the Exploring Career Clusters program for conference and/or workshop attendance, subject to the following:

- Reimbursement of travel and attendance expenses will adhere to local school district policies. Matching funds may be available from the local district's Professional Development Committee (PDC) and/or other funding sources.
- Approvable expenditures include reasonable and necessary expenses (meals, lodging, travel, and meeting registration fees) for workshops, conferences, and training institutes.
- Mileage reimbursement will be limited to a maximum of 41.5 cents per mile.

Applications that do not meet the minimum criteria will not be reviewed. In addition, applicants must honor the minimum criteria to be eligible for future Technology Education grant funds.

Please note: All Technology Education Programs are encouraged to apply with the understanding that programs funded in Fiscal Year 2006 will be continued if applicants meet the criteria under the Request for Grant Award. Priority will be given to:

- LEAs that received a Technology Education grant in Fiscal Year 2006 and are planning to continue the implementation of the Exploring Career Clusters Curriculum courses within the district
- Consortia with an area career center
- LEAs that have not received funding for the implementation of the Exploring Career Clusters Curriculum courses

DUE DATE: Requests must be received no later than 4:00 p.m. on March 31, 2006. Requests shall include two (2) complete copies of the following: RFGA cover page, Exploring Careers Assurance, name of the primary school district contact person with contact information, budget narrative, budget sheet, and signed FV-4s mail to:

> Deborah Landon
> Department of Elementary and Secondary Education
> Division of Career Education
> P.O. Box 480
> 205 Jefferson St.
> Jefferson City, Missouri 65102-0480
> (VOICE) 573.751.2584 (FAX) 573.526.4261

DELIVERABLES: Grant recipients must forward the following to the department on or before the dates indicated:

1. January 7, 2007: A mid-year progress report which provides a description of the current status toward accomplishing the goal, objectives, and activities specified in the approved grant request.

2. May 1, 2007: A final reimbursement claim on a *Reimbursement Request for Approved Career Education Expenditures* form (FV-2), accompanied by: 1) outside vendor invoices, check numbers, and itemized equipment lists used for inventory and 2) copies of canceled checks used to reimburse teachers for curriculum development/modification.

3. May 15, 2007: A *Final Progress Report* form that provides a description of the entire project accomplishments related to the project goals, objectives, and activities specified in the approved grant request.

AMOUNT: The Department intends to reimburse actual, documented, and allowable expenses for implementation of each of the Exploring Career Clusters Curriculum courses as outlined on the Technology Education Scope and Sequence Map located at http://dese.mo.gov/divcareered/tech_ed_index.htm

The Department will determine the number and proportion of grants to be awarded. The number of grants to be awarded will be based upon the amount of funds appropriated by the General Assembly.

PERTINENT PROJECT DATES FOR FISCAL YEAR 2007

GRANT PERIOD: July 1, 2006 through June 30, 2007

March 31, 2006	Due date for submitting project request
July 1, 2006	Project approval date (estimated)
July 24-26, 2006	PRESERVICE: Missouri ACTE, Technology Education Association of Missouri, Summer Conference in Springfield, Missouri
August 3, 2006	Final submission of the *Authorization of Career Expenditures* (FV-4 form) with any revisions
October TBA, 2006	Missouri TSA Fall Leadership Connections Conference
September 2006 — March 2007	Attend a three-(3) session, full-day workshop for implementation of the Exploring Career Clusters Curriculum coordinated by MCCE at www.mcce.org
January 6, 2007	Mid-year progress report is due
April TBA, 2007	Missouri TSA State Leadership and Career Development Conference
May 15, 2007	*Reimbursement Request for Approved Career Education Expenditures* (FV-2 form) to be postmarked by this date
July 23-25, 2007	POSTSERVICE: Missouri ACTE, Technology Education Association of Missouri Summer Conference in Springfield, Missouri

STATE OF MISSOURI
DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
REQUEST FOR GRANT AWARD

RFGA: Technology Education Grant Award Program

ID Code: 60.440TEG/07

ISSUE DATE: January 6, 2006

CONTACT PERSON: Deborah Landon   **PHONE NUMBER: 573-751-2584**

RETURN RFGA NO LATER THAN: 4:00 p.m. on March 31, 2006

SPECIFIC MAILING INSTRUCTIONS: Print or type RFGA Number and Return Due Date on the lower left-hand corner of the envelope or package.

RETURN PROPOSAL TO:

DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION **Division of Career Education** **Deborah Landon, Industrial Education Section** **205 Jefferson Street, P.O. Box 480** **Jefferson City, MO 65102-0480**

GRANT PERIOD: July 1, 2006 through June 30, 2007
Technology Education Teacher/Project Director
SIGNATURE REQUIRED

AUTHORIZED SIGNATURE	DATE
PRINTED NAME	**TITLE**
SCHOOL NAME	
SCHOOL MAILING ADDRESS	
SCHOOL PHONE NO	**SCHOOL FAX NO.**
E-MAIL ADDRESS	

AMOUNT OF STATE FUNDS REQUESTED
TOTAL GRANT AMOUNT

DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
Division of Career Education
P.O. Box 480
Jefferson City, Missouri 65102-0480
Assurances for
Technology Education Grant Award Program

_____ - _____ - _____   _____
County   District   Building Codes   School District Name

_____
Project Director
_____
Address
_____
Phone Number

The applicant assumes that if funds are made available through the Technology Education Grant Award Program that:
1. Fiscal and property management control and fund accounting procedures are in place and operational.
2. Funds from local sources will be allocated and expended for instructional equipment for Technology Education programs as described in the grant proposal in an amount equal to or greater than fifty percent (50%) for each year of the grant expenditure for the purpose of implementation of the full Exploring Career Clusters Curriculum courses.
3. The grant recipient will fund from local sources any additional expenditure for the purposes of professional development other than those specified.
4. The grant recipient will comply with all reporting requirements of the Department relating to this grant award program.
5. Secondary student performance standards have been or will be established within the district that lead to or qualify students for graduation, and these standards will be revised to meet or exceed the Show-Me Standards adopted by the State Board of Education.
6. Prior to the close of the fiscal year of the grant award, a plan will be developed with the assistance of the prescribed partnership team/advisory committee to ensure that students proceed to a career and technical program or to post-secondary opportunities.
7. Prior to the close of the fiscal year of the grant award, a report will be forwarded to the Department describing the accomplishments made toward the implementation of the plan to ensure that graduates proceed to a career and technical center, college, or a high-wage job with workplace skill development opportunities and any modifications to the initial plan.
8. All equipment purchases must be physically located in the instructional area approved in the grant application unless explicit approval is obtained under Department regulations regarding equipment disposition.
9. All grant funds must be incurred and expended prior to March 31, 2007.
10. The grant recipient will provide evidence of an active affiliated Technology Student Association (TSA) chapter.

The applicant requests that the following amount of **state grant funds** be made available from the Department to implement the programs and/or activities described in the attached grant request: $ _____

By submitting this application, the applicant assures a commitment to implement the improvements described in the attached grant proposal.

_____   _____

            Date   Signature of Chief Administrator

TECHNOLOGY EDUCATION
<u>EXPLORING CAREER CLUSTERS CURRICULUM</u>
EVALUATION FORM

Minimum Criteria — Exploring Career Clusters (ECC) curriculum awardees should complete and submit this response form with the Technology Education Grant Application. Please describe your readiness level by responding to the following:

1. Does the school have an available computer lab for ECC curriculum? ☐Yes ☐No

    a. How many stations are equipped and able to run Windows XP Pro and other software required for the delivery of the curriculum?

    _____

    _____

    b. Provide the name and address of the school(s) where the Exploring Career Clusters Curriculum will be offered:

    _____

    _____

    _____

2. How many qualified teachers with sufficient knowledge of college-level math, science, technical writing, and a basic working knowledge of the tools or equipment required will participate in the workshops and teach the curriculum?

    a. List the names of the teachers, their current certification area(s), and the Exploratory Course:

Teacher's Name	Certification Area	Exploratory Course
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Is the awardee committed to implementing the complete curriculum over a four-year period? ☐Yes ☐No

4. Is the awardee committed to completing a Career Education Program Certification process upon the full implementation of the ECC curriculum? ☐Yes ☐No

5. Does the awardee agree to develop quality end-of-course assessments? ☐Yes ☐No

6. Please describe the reasonable measures the awardee will follow to ensure the progress of each student throughout the student's participation in the program.

    _____

    _____

    _____

    _____

7. Will the awardee conduct annual follow-up surveys and participate in the program's systemic evaluation process? ☐Yes ☐No

8. Will the awardee commit to affiliating a TSA Chapter per building prior to or during the grant year?
    ☐Yes ☐No

NOTE: For multiple buildings within a district, complete one per building.